



Parcel Map Waiver Application

County of Ventura • Resources Management Agency • Planning Division
800 S. Victoria Ave., Ventura, CA 93009 • (805)654-2488 • www.vcrma.org/divisions/planning

The following Parcel Map Waivers are available pursuant to Section 8204 of the Ventura County Subdivision Ordinance (VCSO):
(1) Mobilehome Park Conversions to Residential Ownership (VCSO § 8204-1.1); and,
(2) Environmental Subdivisions (VCSO § 8204-1.2).

Applicant Contact Information

Applicant Name: _____
Applicant Address: _____
Applicant Phone No. _____ e-mail: _____

Property Owner Contact Information

Property Owner Name: _____
Property Owner Address: _____
Property Owner Phone No. _____ e-mail: _____

Agent Contact Information

Engineer/Agent/Representative Name (if different than Applicant): _____
Engineer/Agent/Representative Address: _____
Engineer/Agent/Representative Phone No. _____ e-mail: _____

Project Information

Pursuant to the Ventura County Ordinance Code and/or the California Government Code, application is made to the Ventura County Planning Division for the following entitlement:

Mobilehome Park Conversion Environmental Subdivision

Description of Request (Submit additional pages if necessary): _____

Required Fields *

Project Address*:			Community*:		
Lot(s)	APN(s) *	Zoning *	General Plan Designation*	Existing Lot Sizes*	Proposed Lot Sizes*
Lot #1					
Lot #2					
Lot #3					
Lot #4					

Acknowledgement and Signature of Applicant and Property owner

Applicant is (check one): Owner Lessee Has power of attorney Authorized by owner

APPLICANT

I hereby make application for the above-referenced land use entitlement and certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge. I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.

Applicant Signature: _____ Date: _____

PROPERTY OWNER

(If same as applicant, write "Same." If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation.)

Property Owner Signature: _____ Date: _____



Materials Required for Application

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The following list specifies the information that may be required by each County Agency in order for you to submit your application. Each Agency has a specified person whom you must contact in order to determine what specific information will be required. Your application will not be accepted until all contact persons have initialed the checklist and all information as checked is included. Once all information checked has been submitted, the County has 30 days within which to determine whether or not the information is complete for purposes of filing.

Pre-Submittal Planner: _____ Phone Number: _____
 Date of Application Review: _____ Pre-Submittal Letter Prepared? Yes No Date of Letter: _____

All application materials shall be submitted electronically to the Planning Division.

Required	No. of Required Copies	Received	Description of Materials
<input type="checkbox"/>	2	<input type="checkbox"/>	Application Form (both sides completed)
<input type="checkbox"/>	-	<input type="checkbox"/>	Application Fee(s) payable to County of Ventura – See Fee Scheduled at: https://vcrma.org/planning-permit-fees
<input type="checkbox"/>	-	<input type="checkbox"/>	Fee for Surrounding Property Owners List - See Fee Scheduled at: https://vcrma.org/planning-permit-fees
<input type="checkbox"/>	-	<input type="checkbox"/>	Fee for GIS Map - See Fee Scheduled at: https://vcrma.org/planning-permit-fees
<input type="checkbox"/>	Original plus 1 copy	<input type="checkbox"/>	Fee Reimbursement Agreement
<input type="checkbox"/>	2	<input type="checkbox"/>	Sketch Map and Legal Description
<input type="checkbox"/>	2	<input type="checkbox"/>	Sketch Map illustrating all structures with setbacks from property lines (required unless vacant property)
<input type="checkbox"/>	2	<input type="checkbox"/>	Closure calculations for each existing and proposed lots to confirm lot area (square footage)
<input type="checkbox"/>	2	<input type="checkbox"/>	Assessor's Parcel Map (showing the zoning) with subject lot outlined in red on each copy
<input type="checkbox"/>	2	<input type="checkbox"/>	Preliminary Title Report for each parcel involved (less than 1 year old)
<input type="checkbox"/>	Original plus 2 copies	<input type="checkbox"/>	Lender's Acknowledgement
<input type="checkbox"/>	2	<input type="checkbox"/>	Proof of legal lot
<input type="checkbox"/>	2	<input type="checkbox"/>	Lease Agreement/Power of Attorney/Owner Authorization
<input type="checkbox"/>	2	<input type="checkbox"/>	Draft grant deeds
<input type="checkbox"/>	2	<input type="checkbox"/>	Draft trust deeds (if applicable)
<input type="checkbox"/>	Original plus 2 copies	<input type="checkbox"/>	Ownership Certificates
<input type="checkbox"/>	2	<input type="checkbox"/>	For Mobilehome Park Conversions only – Petition meeting the requirements specified in Government Code sec. 66428.1
<input type="checkbox"/>	2	<input type="checkbox"/>	For Mobilehome Park Conversions only – Field survey documents

STAFF USE ONLY

Date Received: _____ Received by: _____ Receipt Number: _____ Deposit Fee: _____

Zone: _____ Previous Permit Numbers: _____ Violation No.: _____

LEVINE ACT CAMPAIGN CONTRIBUTION DISCLOSURE FORM

You must submit this completed Disclosure Form to the County of Ventura (County) if you or your company are seeking approval of a discretionary land use permit, subdivision map or approval, or other discretionary land use entitlement (collectively, Entitlement).

Land use-related Entitlement applications are potentially reviewed and decided by the Board of Supervisors, Planning Commission, and Cultural Heritage Board. In making the disclosures below, please see the following websites for a list of these current County officials:

- Board of Supervisors (<https://www.ventura.org/board-of-supervisors>)
- Planning Commission webpage (<https://vcrma.org/en/planning-commissioners>)
- Cultural Heritage Board (<https://vcrma.org/en/cultural-heritage-board-members>)

Check this box if you previously completed this form and this is a supplemental disclosure

Have you or your company, or an agent on behalf of you or your company, made campaign contributions totaling more than \$250 to a County official or candidate in the past 12 months?

YES NO

If **YES**, please provide the following information (*attach separate pages as needed*):

• Name of each official to whom a contribution was made: _____

• Name of contributor(s): _____

• Date(s) of contribution(s): _____

• Amount(s) of contribution(s): _____

If the applicant is a corporation, limited liability corporation, partnership, or other form of business entity, please identify any shareholder or owner that has more than a 50% ownership interest:

While your application is pending, you must submit a supplemental form for any new campaign contributions totaling more than \$250 that are made to a County official or candidate.

AUTHORIZED SIGNATURE

DATE

NAME